

Defense Leadership and Management Program Leadership Course Withdrawal Notification

This notice applies to withdrawal from the DLAMP Leadership I and II courses within 30 days or less of the course start date.

A participant selected for enrollment in a DLAMP leadership course is expected to attend the course. **DLAMP has committed resources to conduct the course and is obligated to pay for course withdrawals that occur less than 30 days prior to the course start date.** Before submitting a course withdrawal request, the supervisor should consider all possible options that would allow the participant to attend the course. If withdrawal from a course is unavoidable, please complete and fax this form to DLAMP at 703-696-9525.

The course withdrawal notification must:

- Clearly state the rationale for withdrawal.
- Clearly state options considered to avoid course withdrawal.
- Be signed by the participant's first and second line supervisors.

DLAMP will determine if the withdrawal is with or without good cause. Withdrawals without good cause will be considered in the annual good standing assessment.

Name: _____ Component: _____

Work telephone: _____ Work e-mail: _____

Course Title/Number: _____ Course Dates: _____

Date of withdrawal: _____

Reason for withdrawal, including options considered to avoid withdrawal:

(Participant Signature and Date)

(First Level Supervisor Signature and Date)

(Second Level Supervisor Signature and Date)

DLAMP Determination:

Withdrawal is with good cause _____ Date: _____ Reviewer: _____

Withdrawal is without good cause _____ Date: _____ Reviewer: _____

DLAMP Program Manager: _____ Date: _____

DLAMP rationale for determination of course withdrawal cause: